

*O & M*

**Colonel White**

**The aisle chair front row center is being  
reserved for your use.**

*(signed) John W. Coffey*

**John W. Coffey**

**11 JUN 1971**

**DD/S:JWC:llc (11 June 1971)**

**Distribution:**

**O - Addressee w/xcy DD/S 71-2349 - *BT HAND MAC***  
**1 - DD/S Chrono w/ccy DD/S 71-2349**  
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**DD/S 71-2349: Memo for Mr. Helms frm DD/S (re State of the Agency address  
14 June 1971) dtd**

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DD/S 71-2349

11 JUN 1971

MEMORANDUM FOR: Mr. Helms

The following are "housekeeping" type notes in connection with your State of the Agency address on 14 June.

- a. Colonel White will accompany you to and from the auditorium. Neither he nor anyone else will be on stage.
- b. To facilitate filming we have installed additional lighting on the walls on both sides of the auditorium. These will not bother you as you talk but might "surprise" you as you first become conscious of their existence in turning your head to the right or to the left. The attached Polaroid prints show the positioning of the lights on the left side as you look from the stage and the increased lighting they give to the center section.
- c. To eliminate the requirement for you to repeat questions we have set up a "shotgun" microphone to your left on the floor in front of the stage. As you recognize each questioner the microphone will be turned in his/her direction by the staffer who will operate it. We have asked those with questions to raise their hands and when recognized by you to stand to pose the question.
- d. There is no need for you to use any neck-type microphone.

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

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